

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: June 30, 2014

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL (PPM) – JUNE 2014 REVISION - #14-06**

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for June 2014. The manual can be obtained by accessing the State Controller's Office public website at: [www.sco.ca.gov/ppsd\\_ppm.html](http://www.sco.ca.gov/ppsd_ppm.html).

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the June 2014 PPM are provided below.

**Section C 305:** Interchangeable Classes, updated.

**Section D 200:** Payroll/Agency Cutoff/Cycle/Transfer Date – 2015, added.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: [www.sco.ca.gov/ppsd\\_email.html](http://www.sco.ca.gov/ppsd_email.html).

If you have any comments/suggestions or questions that will benefit the PPM, please contact Alice Contreras at 916-322-0683 or via email: [acontreras@sco.ca.gov](mailto:acontreras@sco.ca.gov).

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